

Business Services Online Tutorial

How to use Submit a Wage File

You must prepare your data file prior to using this feature of Business Services Online (BSO). Please refer to the BSO Handbook for Tax Year 2002 for additional information on preparing the Magnetic Media and Electronic Filing (MMREF) formatted data files.

Step 1: Select 'Login' link from the Business Services Online Welcome Page.

www.ssa.gov/bsowelcome.htm

Step 2: The Business Services Online Home Page will display. Select the 'Submit an electronic file containing annual wage data' link.

Step 3: Select the type of file that you are submitting from the File Type drop down list. The File Type options are New Submission, Resubmission, and Test.

Step 4: (For Resubmission File Types only) Enter the appropriate TLCN or WFID and Receipt Year.

Step 5: Answer the question 'Is this a reconciliation file?' by selecting 'Yes' or 'No'.

Step 6: Select 'Continue' to advance to the next page.

Step 7: Select the 'Browse' button to identify the file you wish to submit. Then, select the 'Submit File Now' button.

Step 8: Select 'Submit File Now'.

Submit Time is a counter that displays the upload processing time. To reduce the time to upload a file, you can compress the file using WinZip or any other software that creates a ZIP file.